

DEPARTMENT OF FOOD AND AGRICULTURE

**Request for Proposals (RFP)****Supplemental WMA Funding:
Eradication of Noxious
and Invasive Weeds by
Weed Management Areas in California****February 10th, 2009**

The California Department of Food and Agriculture (CDFA) is requesting proposals generated by Weed Management Areas (WMAs) to implement noxious weed control projects in California. The funding available in this RFP (\$243,000) comes from CDFA's general fund budget and is intended to address the cooperative prevention, early detection, and eradication of noxious weed populations in California. A scoring system will be used to evaluate proposals as objectively as possible based on criteria described below.

Eligibility:

Proposals must be submitted on behalf of an officially recognized county-based California WMA. All recognized WMA groups are eligible to submit a proposal, regardless of previous funding. Individual projects within the proposal work plan can be conducted by any signatory(s) of the WMA, but the lead agency for contracting purposes must be a County Agricultural Department, Resource Conservation District or other governmental agency. CDFA will contract with only one entity per county, except by special request. WMAs having proposals that involve compensated work by more than one WMA member will need to rely on sub-contracting with the lead contracting entity.

Proposals due date:

Proposals must be submitted electronically by **5pm, Tuesday, April 7th, 2009** by email to: cpirosko@cdfa.ca.gov. Late proposals and proposals that do not follow the format as demonstrated in this RFP will not be accepted (send all three attachments on one email – we CAN accept LARGE files).

What a proposal must include:

Each proposal shall include the following three documents, the first two of which **must** be created using the electronic example templates:

- 1) Proposed work plan (Microsoft Word document [no maps]);
- 2) Proposed budget (Microsoft Excel spreadsheet);
- 3) Supporting map document. (maps need to be placed in one Microsoft Word document as imported images – 10 megabytes maximum)

Proposals that do not follow the work plan and budget format as provided in the templates will not be accepted.

How many projects can be submitted per proposal:

Each WMA proposal is limited to 3 separate projects maximum per WMA. [It is recommended however to have closer to 1 project, if possible.] Since it is likely that WMAs will not have all of their proposed projects funded, it is best to prioritize candidate projects within the WMA first for strategic importance (by voting or delegated authority) and submit only the highest priority projects. It should be noted that funding for Supplemental Projects is very competitive; in the 2008 cycle only 7 out of 31 project proposals were funded.

Priority Topic Areas:

Proposed projects must fall within one of the Priority Topic Areas listed below. Weeds to be addressed can include any plant that is known to be invasive and/or detrimental to the landscape.

Detection, mapping and outreach efforts can be included as a component of any of the Priority Topic Areas to support or extend the success of the project.

- 1) **Eradication.** These projects will treat pioneer, outlier populations. A regional map of these populations in relationship to other populations in the county and region must be supplied to establish the limited distribution and strategic importance of the populations to be treated.
- 2) **Containment.** These projects will define a leading edge of invasion, and treat populations outside of this no-spread line. A regional map of known populations with a defined no-spread lines and outliers must be supplied to establish the intent of the project.
- 3) **Regional collaborations.** These projects will add support to existing control projects that bring collaborators together to control weeds in a focused contiguous region. These funds will be awarded in situations where receiving these funds will (a) allow control on lands not currently being addressed, and (b) greatly contribute to the overall success of the regional project. A regional map of the project must be supplied to describe the project.
- 4) **High-value sites.** These projects will control damaging weeds that are not necessarily rare in a region, but that occur in an area of high value. Value is not necessarily measured economically; it can also include threats to rare and endangered species, important recreational resources, or areas prone to extensive spread where taking action would make a measurable difference for the values being affected or threatened. A regional map of the infestation and the high-value resources at risk must be submitted to describe the project.

!!! NOTE CHANGE from LAST CYCLE- Funding Time Period:

We are soliciting **2-year proposals** for projects to be conducted during the **2010 and 2011 calendar years (January 1st, 2010 through December 31st, 2011)**. As you will see when completing your project budget using the template, the budget needs to be broken out between the portion which falls in the state's 2009/2010 Fiscal Year (Jan 1, 2010 – June 30, 2010); the portion which falls in the state's 2010/2011 Fiscal Year (July 1, 2010 – June 30, 2011); the portion which falls in the state's 2011/2012 Fiscal Year (July 1, 2011- December 30, 2011).

If your WMA was awarded Supplemental Funding last year, you are welcome to re-apply for a second year of funding for the same project(s) and/or submit a new proposal for different projects. If available, please provide any update and data generated to date from your supplemental funded projects.

Annual Reporting: An annual report and up-to-date invoices will be required by January 30th of each year following the initiation of a contract. See attachment with this announcement for reporting and invoicing formats.

Invoicing: Invoicing will be required on a MONTHLY basis. This frequency in invoicing is required due to the state budget situation. Please no exceptions. IF NOTHING HAS BEEN SPENT, please send an EMAIL BOTH to dmitchell@cdfa.ca.gov AND tlorick@cdfa.ca.gov that denotes no expenditures this month.

Cost-sharing is a requirement:

Proposals must provide as a minimum a 50:50 cost-share. Cost-sharing is counted as local resources (monetary or in-kind) contributed to help carry out the project for which CDFA funding is being requested in this proposal. Having more than a 50:50 match can increase the score for your proposal (up to 10 points).

Maximum amount for funding request:

Because of limited funding not all proposals will be selected for funding. Each Weed Management Area can request up to **\$50,000.00** total for the two calendar year timeframe.

Allowable Administrative Costs:

The agency that acts as the contracting agent with CDFA is eligible to budget up to 10% of the contract for administrative costs. Sub-contracts may not charge administrative costs unless the primary contractor does not take them. In other words only 10% of the funds can go to administrative costs.

Proposal Scoring:

Points listed are the maximum potential for that category. Proposals will be scored by CDFA and the program's Oversight Committee.

Importance of the project

How closely does the stated project objective fit one or more of the Priority Areas?	30 points
Strength of evidence for regional significance or long-term benefits (narrative & maps)?	20 points

Quality of the project plan

Clarity of goals and effectiveness of control methodology	20 points
Clear milestones and performance measures (simple monitoring)	10 points

Qualifications of the WMA

Strength of the WMA and past performance of WMA or county (-ies) in weed control.	10 points
Does the project go beyond 50:50 cost-share requirements?	5 points

Budget Format

Does the budget follow the format and is it free of errors?	5 points
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Total	100 points
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Questions and comments should be directed to:

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